Request to Administer Project		
To: Urban Program Manager (for urban highway system projects) Residency Administrator (for primary system, secondary system, and access projects.) Visit http://www.virginiadot.org/business/local-assistance-directory.asp to determine the responsible Urban Program Manager or http://www.virginiadot.org/infoservice/contact-us.asp#local for Residency Administrator by locality.		
From:	l Issuing Request) (Email Address)	(01,)
(Responsible Local Official Issuing Request) (Email Address) Signature (Typed when e-mailed) By:		(Phone) Date:
Locality:	Project #:	UPC:
Project Scope (short narrative):		
Local Contact Name: Phone:		
(if different from above) Email:		
☐ New Project Administration Request ☐ Revised Scope of Work for Previous Request		
We are interested in administering the following phase/phases of the above reference project:		
 □ PE □ CN □ RW □ Other If "other" phase is selected, describe scope of work proposed:		
Source of Funding: (all that apply)		
Residency/Urban Program Manager and District Office Comments		
Residency/Urban Program Manager Funding Information and Comments (expands as required)	By:	Date:
	Signature & Date (Typed wh	nen emailed)
District PE Manager or Construction Engineer Comments (expands as required) When complete, transmit to Local Assistance	By:	Date:
Division, copy to Residency Administrator /Urban Program Mgr	Signature & Date (Typed when emailed) VDOT Project Coordinator Assigned:	
	Phone:	
Chief Engineer's Approval Comments (expands as required):		
Approved Denied		
By:		Date:
Signature & Date (Typed when emailed)		

Revised July 1, 2006